## **Actions and Initiatives**

In order to implement the 5-Year Plan, the QEP Team has created an action plan describing the actions and initiatives of the 5-Year Plan.

### TABLE 9: 2019-2020 PRELIMINARY YEAR

ROAD to Success Timeline – Actions & Initiatives Preliminary Year — July 2019- June 2020					
Activity	Initiative	Month	Year	Leadership	
FTEIC begin revitalized	Previously trained	August-	2019	3 trained	
Orientation Curriculum	instructors teaching 3	Dec.		instructors	
for 3 course sections of	sections of 15-week				
LLS 1311 for Fall 2019	revitalized LLS 1311;				
	Assignments/quizzes				
Assessments 2:1, 2	submitted in Canvas				
Pulled data of FTEIC	All FTEIC LLS 1311	Dec	2019-	ATD Data	
pass rates for LLS 1311	students' grades in 3	Jan.	2020	Collection,	
course	courses pulled to			Instructors'	
	determine pass rate of			grades	
Assessments 2:1	70% or higher	Dee	0040	Dr. Luke Llaured	
Pulled data for FTEIC	Tracking the percentage of	Dec.	2019	Dr. Luke Howard,	
population at CCC in LLS 1311	FTEIC students who			ATD Data	
	enrolled in LLS 1311 by 21 hours at CCC			Collection chair; Paul Paniccia &	
Assessments 2:2				Amy Steele, IT	
A3363311161113 2.2				consultants	
FTEIC began revised	LLS 1311 revamped time	Jan-	2020	3 trained	
and revitalized LLS	frame to 8-weeks, face-	March	_0_0	instructors; Guest	
1311	to-face 7 sections for			Facilitators	
	FTEIC in Canvas				
Assessments 2:1					
FTEIC began revised	1 section of LLS 1311	March-	2020	1 trained	
and revitalized LLS	revamped time frame to	May		instructor;	
1311	2 <sup>nd</sup> term 8-weeks			recorded CCC	
	COVID19 Pandemic			Guest Facilitators	
Assessments 2:1	resulted in delay of class			(Canvas)	
	& finally course totally				
	online in Canvas, virtual		0000		
Pulled grades from all	Tracking grades of 70% or	May	2020	ATD Data	
LLS 1311 courses for	higher pass rate			Collection;	
both 8-week terms				Instructors	
		1	1		

Professional Development Training LLS 1311	Tracking FTEIC enrolled in LLS 1311 by 21 hours taken			QEP Director/Canvas		
Assessments 2:1, 2	Training new teachers to teach more sections of LLS 1311 course					
Pulled LLS 1311 grades/enrollment Assessment 3:2	Tracking FTEIC who returned from Fall 2019 to Spring 2020	May	2020	ATD Data Collection		
Advisors/counselors document advising sessions in MyCCC Assessment 1.1	Faculty advisors & counselors virtually met with students advising/registering for summer and fall courses & documented sessions in MyCCC; Advising affected due to COVID 19 Pandemic	April- July	2020	Paul Paniccia and Amy Steele, IT consultants	I	
Pulled MyCCC data on enrollment for Fall 2020 Assessment 3.1	Compared FTEIC for Fall 2019-Spring 2020 who enrolled in Fall 2020					
Pulled data from MyCCC on Advising Documentation in Spring 2020 Assessment 3.1	Tracking of percentage of advisor-advisees being documented in MyCCC for virtual advisement; Advisement plan affected by COVID 19	June	2020	Paul Paniccia and Amy Steele, IT consultants		
for a 54% persistent rate. LLS 1311 courses: 259 s passing with a 70% or hig See link: http://www.coahomacc.edu/ Use of Results to Impro encouraging; our plan see	students out of 592 enrolled by gher score was 62.9%.	before 21 h <u>he QEP:</u> P	nours (43 Persistend	.8%). FTEIC		

The number of students taking LLS 1311 before a total of 21 hours is 43.8%. The QEP Plan seeks to improve that 5% per each year as well.

### TABLE 9: 2020-2021 YEAR 1

ROAD to Success: TIMELINE – Actions & Initiatives Year One – July 2020- June 2021				
Activity	Initiative	Month	Year	Leadership
Professional Development Training for new personnel and adjuncts	Face-to-face training of new personnel in advising protocol, orientation, and early alerts during Pre- Conference session; (ongoing training in QEP Canvas course/Zoom)	August- Dec.	2020	QEP Director, Co- Director, IT consultant, Enrollment Manager
Faculty/Counselors will document all advising sessions for FTEIC students utilizing MyCCC portal	Tracking the number of "touches" per semester of FTEIC/advisor sessions via phone, in person, email, or virtually			Faculty and Counselors & FTEIC students
Assessment: 1. 1				
Pull data on FTEIC students and advising protocol	Tracking the number of "touches" that each FTEIC students has with advisors	Dec.	2020	IT consultants
Assessment: 1. 1				
Teach FTEIC students in LLS 1311	FTEIC students will complete LLS 1311 in 8 Weeks (or online 8-weeks,	August- Oct.	2020	Trained instructors
Assessments 2. 1	4-weeks) with a 70% or higher pass rate	Oct. Dec.	2020	
Data pulled on LLS 1311 FTEIC pass rate	Tracking pass rate of 70% for FTEIC &	Oct. – Dec.	2020	ATD Data collection, Instructors
Assessments 2. 1, 2	Tracking % of FTEIC enroll ed in LLS 1311 by 21 hours at CCC			
Assessments 3. 2	Tracking FTEIC students who persisted from Spring 2020 to Fall 2020 from LLS 1311			
Professional Development Training for Advisement	Ongoing training in QEP Canvas course/Zoom for fulltime/adjuncts	Jan May	2021	Canvas Course

Faculty/Counselors document all advising sessions of FTEIC in MyCCC portal	Tracking the FTEIC "touches" per semester with advisor by phone, in person, email, or virtually			Faculty and Counselors & FTEIC students
Assessments: 1.1				
Pull data on FTEIC students and advising protocol from MyCCC Assessments: 1. 1	Tracking the number of "touches" that each FTEIC students has with advisors	May	2021	IT consultants; Data Collection
		lan	0004	Trainad
Teach FTEIC students in LLS 1311	FTEIC students will complete LLS 1311 in 8 Weeks (online 4-OR 8-	Jan March	2021	Trained instructors
Assessments 2. 1	weeks) with a 70% or higher pass rate	March- May	2021	
Data pulled on FTEIC pass rate in LLS 1311	Tracking FTEIC pass rate of 70% & Tracking % of FTEIC enrolled in LLS	Jan March March-	2021	Instructors, ATD Data, & IT
Assessments 2. 1, 2	1311 by 21 hours	May	2021	consultants
Data collection in MyCCC and from Canvas course	Tracking FTEIC students who persisted from Fall 2020 to Spring 2021	May	2021	ATD Data Collection;
Assessments 3. 1, 2				
Professional Development Training for LLS 1311 new instructors	LLS 1311 Training for new instructors	May	2021	QEP Director
Assessments 2. 1				
Year One Summary:				

How results will be used:

### TABLE 9: 2021-2022 YEAR 2

ROAD to Success TIMELINE– Actions & Initiatives Year Two – Fall 2021 – Spring 2022				
Activity	Initiative	Month	Year	Leadership
Professional Development Training for Advisement, Orientation, and Early Alerts	Face to Face training for new personnel at Pre- Conference session and ongoing in Canvas QEP Course/Zoom	August- Dec.	2021	Director, Co- Director, IT, Enrollment Manager
Faculty/Counselors will document all advising sessions for FTEIC students utilizing MyCCC portal	Tracking the number of "touches" per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually			Faculty and Counselors & FTEIC students
Assessment: 1. 1 Pull data on FTEIC students and advising protocol	Tracking the number of "touches" that each FTEIC students has with advisors	Dec.	2021	IT consultants
Assessment: 1. 1 Teach FTEIC students in	FTEIC students will	August-	2021	Trained
LLS 1311	complete LLS 1311 in 8 Weeks (or online 8-	Oct.	2021	instructors
Assessments 2. 1, 2	weeks, 4-weeks) with a 70% or higher pass rate	Oct. Dec.	2021	
Data pulled on LLS 1311 and FTEIC on pass rate	Tracking pass rate of 70% for FTEIC &	Oct.	2021	Instructors, ATD Data
Assessments 2. 1, 2	Tracking % of FTEIC who enroll in LLS 1311 by 21 hours at CCC	Dec.	2021	collection; IT consultants
Professional Development training for Advisement	Ongoing training for Advisement, Orientation, and Early Alerts in Canvas QEP Course/Zoom	Jan May	2022	Canvas
Faculty/Counselors document all advising sessions of FTEIC in MyCCC portal Assessment: 1. 1	Tracking "touches" per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually			Faculty and Counselors & FTEIC students

Pull data on FTEIC	Tracking "touches" of	May	2022	IT
/advisors sessions	FTEIC & advisors	,		consultants
Assessment: 1. 1				
Teach FTEIC students in	FTEIC students will	Jan	2022	Trained
LLS 1311	complete LLS 1311 in 8	March		instructors
	Weeks (online 4-OR 8-		0000	
Assessments 2.1	weeks) with a 70% or	March-	2022	
	higher pass rate	May	0000	
Data pulled on FTEIC	Tracking FTEIC pass rate of 70%	Jan	2022	Instructors,
pass rate in LLS 1311		March		ATD Data, & IT
Data pulled for FTEIC 21	Tracking % of FTEIC	March-	2022	consultants
hours enrolled at CCC	enrolled in LLS 1311 by	May	LOLL	oonoununto
	21 hours	may		
Assessments 2. 1, 2				
Data collection in MyCCC	Tracking FTEIC students	May	2022	ATD Data
and from Canvas course	who persisted from Fall			Collection
	2021 to Spring 2022			and IT
				consultants
Assessments 3. 1, 2	Through MyCCC in			
	advising &			
	Through Canvas LLS 1311 enrollment from			
	Fall 2021-Spring 2022			
Professional	LLS 1311 Training for	May	2022	QEP
Development Training for	new instructors			Director
LLS 1311 new instructors				
Assessments 2. 1				

## Year Two Summary:

How will results be used:

## TABLE 9: 2022-2023 YEAR 3

ROAD to Success TIMELINE – Actions & Initiatives Year Three – July 2022-June 2023					
Activity	Initiative	Month	Year	Leadership	
Professional Development Training for Advising	Face-to-face training in Fall at Pre-conference session for new personnel; ongoing training in Canvas/Zoom	August- Dec.	2022	Director, Co- Director, IT consultant, Enrollment Manager	
Faculty/Counselors will document all advising sessions for FTEIC students utilizing MyCCC portal Assessment: 1. 1	Tracking the number of "touches" per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually			Faculty and Counselors & FTEIC students	
Pull data on FTEIC students and advising protocol Assessment: 1. 1	Tracking the number of "touches" that each FTEIC students has with advisors	Dec.	2022	IT consultants	
Teach FTEIC students in LLS 1311	FTEIC students will complete LLS 1311 in 8 Weeks (or online 8-	August- Oct.	2022	Trained instructors	
Assessments 2. 1	weeks, 4-weeks) with a 70% or higher pass rate	Oct. Dec.	2022		
Data pulled on LLS 1311 and FTEIC on pass rate	Tracking pass rate of 70% for FTEIC & Tracking % of FTEIC who enroll in LLS 1311 by 21	Oct. Dec.	2022 2022	Instructors, ATD Data collection; IT	
Assessments 2.1, 2	hours at CCC			consultants	
Professional Development training for Advisement	Ongoing training in Advisement through Canvas/Zoom for full time and adjuncts	Jan May	2023	Canvas/Zoom	
Faculty/Counselors document all advising sessions of FTEIC in MyCCC portal	Tracking the number of "touches" per semester that a FTEIC student meets with advisor by			Faculty and Counselors & FTEIC students	

Assessment: 1. 1	phone, in person, email, or virtually			
Pull data on FTEIC	Tracking the number of	May	2023	IT
students and advising	"touches" that each	iviay	2025	consultants
protocol	FTEIC students has with			COnsultants
protocol	advisors			
Assessment: 1. 1	auvisors			
Teach FTEIC students	FTEIC students will	Jan	2023	Trained
in LLS 1311	complete LLS 1311 in 8	March		instructors
	Weeks (online 4-OR 8-			
Assessments 2. 1	weeks) with a 70% or	March-	2023	
	higher pass rate	May		
Data pulled on FTEIC	Tracking FTEIC pass rate	Jan	2023	Instructors,
pass rate in LLS 1311	of 70%	March		ATD Data
		March-		Collection, &
Data pulled for FTEIC	Tracking % of FTEIC	May	2023	IT
21 hours enrolled at	enrolled in LLS 1311 by	may	2020	consultants
CCC	21 hours			oonoananto
000	21110013			
Assessments 2. 1, 2				
Data collection in	Tracking FTEIC students	May	2023	ATD Data
MyCCC and from	who persisted from Fall			Collection;
Canvas course	2022 to Spring 2023			Instructors;
				and IT
				consultants
Assessments 3. 1, 2	Through MyCCC in			
	advising & through			
	Canvas LLS 1311			
	enrollment from Fall 2022			
	-Spring 2023			
Professional	LLS 1311 Training for	May	2023	QEP Director
Development Training	new instructors			
for LLS 1311 new				
instructors				
Assessments 2. 1				
Year Three Summary:				
How to use results:				

### TABLE 9: 2023-2024 YEAR 4

ROAD to Success TIMELINE– Actions & Initiatives Year Four July 2023-June 2024				
Activity	Initiative	Month	Year	Leadership
Professional	Advisement training for new	August-	2023	Director, Co-
Development	personnel during Pre-	Dec.		Director, IT
Training for	Conference session; ongoing			consultant,
Advisement	training in Canvas/Zoom			Enrollment
				Manager
Faculty/Counselors	Tracking the number of			Faculty and
will document all	"touches" per semester that a			Counselors
advising sessions for	FTEIC student meets with			& FTEIC
FTEIC students	advisor by phone, in person,			students
utilizing MyCCC	email, or virtually			
portal				
Assessment: 1. 1				
Pull data on FTEIC	Tracking the number of	Dec.	2023	IT
students and	"touches" that each FTEIC			consultants
advising protocol	students has with advisors			
Assessment: 1. 1				
Teach FTEIC	FTEIC students will complete	August-	2023	Trained
students in LLS 1311	LLS 1311 in 8 Weeks (or	Oct.		instructors
	online 8-weeks, 4-weeks)			
Assessments 2. 1	with a 70% or higher pass	Oct.	2023	
	rate	Dec.		
Data pulled on LLS	Tracking pass rate of 70% for	Oct.	2023	Instructors,
1311 and FTEIC on	FTEIC & Tracking % of	Dee	2022	ATD Data
pass rate	FTEIC who enroll in LLS	Dec.	2023	collection;
Accorements 2, 1, 2	1311 by 21 hours at CCC			IT
Assessments 2. 1, 2 Faculty/Counselors	Tracking the number of	Jan	2024	consultants Faculty and
document all	"touches" per semester that a	May	2024	Counselors
advising sessions of	FTEIC student meets with	iviay		& FTEIC
FTEIC in MyCCC	advisor by phone, in person,			students
portal	email, or virtually			
Assessment: 1. 1				
Pull data on FTEIC	Tracking the number of	May	2024	Paul
students and	"touches" that each FTEIC			Paniccia
advising protocol	students has with advisors			and Amy

				Steele, IT
Assessment: 1. 1				consultants
Teach FTEIC	FTEIC students will complete	Jan	2024	Trained
students in LLS 1311	LLS 1311 in 8 Weeks (online	March		instructors
	4-OR 8-weeks) with a 70% or			
Assessments 2. 1	higher pass rate	March- May	2024	
Data pulled on	Tracking FTEIC pass rate of	Jan	2024	ATD Data
FTEIC pass rate in	70%	March		Collection
LLS 1311				and IT
				Consultants
Data pulled for	Tracking % of FTEIC enrolled	March-	2024	
FTEIC 21 hours	in LLS 1311 by 21 hours	May		
enrolled at CCC				
Assessments 2.1, 2				
Data collection in	Tracking FTEIC students who	May	2024	ATD Data
MyCCC and from	persisted from Fall 2023 to			Collection,
Canvas course	Spring 2024			Instructors,
				Canvas; and
				IT
Assessments 3. 1, 2	Through MyCCC in advising			consultants
	& Through Canvas LLS			
	1311 enrollment from Fall			
	2023 -Spring 2024			
Professional	LLS 1311 Training for new	May	2024	QEP
Development	instructors			Director
Training for LLS				
1311 new instructors				
Assessments 2.1				
Year Four Summary:				

How to use results:

### TABLE 9: 2024-2025 YEAR 5

ROAD	ROAD to Success TIMELINE– Actions & Initiatives Year Five – Fall 2024 – Spring 2025			
Activity	Initiative	Month	Year	Leadership
Professional Development Training for Advisement	New personnel will be trained face-to-face on Advisement during Pre-Conference session; ongoing training in Canvas/Zoom	August- Dec.	2024	Director, Co- Director, IT Consultant, Enrollment Manager
Faculty/Counselors will document all advising sessions for FTEIC students utilizing MyCCC portal	Tracking the number of "touches" per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually			Faculty and Counselors & FTEIC students
Assessment: 1. 1				
Pull data on FTEIC students and advising protocol	Tracking the number of "touches" that each FTEIC students has with advisors	Dec.	2024	IT consultants
Assessment: 1. 1				
Teach FTEIC students in LLS 1311	FTEIC students will complete LLS 1311 in 8 Weeks (or online 8-weeks, 4-weeks) with	August- Oct.	2024	Trained instructors
Assessments 2. 1	a 70% or higher pass rate	Oct. Dec.	2024	
Data pulled on LLS 1311 and FTEIC on	Tracking pass rate of 70% for FTEIC & Tracking % of	Oct.	2024	Instructors, ATD Data
pass rate	FTEIC who enroll in LLS 1311 by 21 hours at CCC	Dec.	2024	collection; IT
Assessments 2.1, 2				consultants
Professional Development Training in Advisement	Ongoing Training in Advisement in Canvas/Zoom	Jan May	2025	Canvas
Faculty/Counselors document all advising sessions of FTEIC in MyCCC portal	Tracking the number of "touches" per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually			Faculty and Counselors & FTEIC students

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Assessment: 1. 1				
Pull data on FTEIC	Tracking the number of	May	2025	Paul
students and advising	"touches" that each FTEIC			Paniccia
protocol	students has with advisors			and Amy
				Steele, IT
Assessment: 1. 1				consultants
Teach FTEIC	FTEIC students will complete	Jan	2025	Trained
students in LLS 1311	LLS 1311 in 8 Weeks (online 4-OR 8-weeks) with a 70% or higher pass rate	March		Instructors
		March- May	2025	
Assessments 2. 1				
Data pulled on FTEIC	Tracking FTEIC pass rate of	Jan	2025	Instructors,
pass rate in LLS 1311	70%	March		ATD Data,
				& IT
Data pulled for FTEIC	Tracking % of FTEIC enrolled	March-	2025	consultants
21 hours enrolled at CCC	in LLS 1311 by 21 hours	May		
Assessments 2. 1, 2				
Data collection in	Tracking FTEIC students who	May	2025	ATD Data
MyCCC and from	persisted from Fall 2024 to	may		Collection,
Canvas course	Spring 2025			Instructors,
	oping 2020			Canvas;
				and IT
Assessments 3. 1, 2	Through MyCCC in advising &			consultants
	Through Canvas LLS 1311			
	enrollment from Fall 2024 -			
	Spring 2025			
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Year Five Summary:				
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How will results be used: